
Volunteer Center of Santa Cruz
Community Connection
Pathways to Wellness
Mental Health/Employment Specialist

General Description

Under the supervision of the Pathways to Wellness Program Coordinator, the Mental Health/Employment Specialist provides mental health and employment services to Community Connection participants. Primarily assigned to the Pathways to Wellness program, a piloted program that provides primary stabilization and recovery support for individuals with Co-Occurring Mental Health and Substance Use Disorders that are experiencing homelessness, the Mental Health/Employment Specialist helps individuals identify and remove barriers to employment, provides employment preparation services, and assists with job placement. In addition to employment services, the Mental Health/Employment Specialist provides mental health services to participants in a group and individual setting.

Functions And Duties

Provision of Treatment Services

- Provides mental health services to program participants including development of individual treatment plans, documenting service provisions, crisis intervention, facilitating group and individual rehabilitation counseling, and making referrals to resources.
- In alignment with the Supported Employment model, provides employment preparation services to participants including vocational assessment, resume development, interviewing skills, job placement, and employment skill building.
- In conjunction with the Pathways Program Coordinator, plans and facilitates groups, one-to-one sessions, social rehabilitation classes, community volunteer projects, employment activities, and other direct service activities.
- Develops trial work situations for client to be evaluated on work readiness and interest, and to determine client skills, needs, interests, and barriers
- Provides co-occurring mental health and substance use treatment services to participants in a group and individual rehabilitation setting.
- Other Provision of Treatment Services Duties as Assigned

Assist in Day-to-Day Program Operations

- Provides program participant transportation to volunteer sites, community recovery self-help resources, appointments, and other transportation needs.
- Ensures that the program schedule assigned by the Pathways Program Coordinator is adhered to.
- Meets participants in the field for employment services.
- Other duties that assist in day-to-day program operations, as assigned.

Administrative

- Documents all services provided to participants in chart notes, service plans, Medi-Cal billing sheets and other written records within mandated internal and external timelines.
- Responds to all multi-disciplinary team requests regarding assigned caseload.
- Works with Pathways Program Coordinator to ensure accurate tracking of the data required for quarterly reports and accurate maintaining of databases.
- Attends team meetings, agency staff meetings, and in-service trainings.

- Assists with agency/program fundraising, hosting special events, and agency/program promotion activities.
- Other administrative duties as assigned.

Collaboration

- Works with case coordinators and staff of the various county teams of the Santa Cruz County Mental Health System of Care.
- Collaborates with the Criminal Justice System, Homeless Services Center, Santa Cruz County Behavioral Health Court, and Department of Rehabilitation.
- Works with agency partners and with mental health/social service agencies of similar scope and practice within the community.
- Develops and maintains relationships with community employers for job placements.
- Other collaboration duties as assigned.

Required Skills and Abilities

- Bachelor's Degree in Psychology, Social Work, or related field and/or equivalent job experience.
- Demonstrated ability to facilitate groups, one-to-one sessions, and activities.
- Experience with co-occurring mental health and substance use disorders.
- Clean driving record, current California Driver's License, and proof of auto insurance.
- Capability to form positive, productive, and collaborative relationships with co-workers, program participants, partnering agencies, and other community agencies.
- Understanding of the recovery process and strength-based treatment.
- Strong boundary skills and the integrity to handle sensitive information in a confidential manner.
- Ability to self-start and perform work without specific directions.
- Professionalism, punctuality, flexibility, and reliability are imperative.
- Excellent verbal, written, and interpersonal skills.
- Capability to multi-task and juggle priorities while working in a chaotic, unpredictable, and high-stress environment.
- Knowledge of labor market trends in a range of occupational fields
- Understanding of the employment needs of individuals with mental health disorders.
- Ability to work with those of various cultures and backgrounds.
- Skilled in dealing with challenging situations and challenging persons.
- If applicable, at least two years of sobriety and recovery.

Plus Factors

- Personal or family experience with Co-Occurring Disorders.
- Bilingual in Spanish and English.
- Experience with non-profit organizations

Employment Terms and Conditions

The Mental Health/Employment Specialist reports to the Pathways to Wellness Program Coordinator. Salary is \$16.51 – \$19.31 per hour depending on experience. This is a full-time position, with a maximum of 40 hours per week with benefits including paid vacation, sick leave, holiday pay, and Employee Assistance Program access. This position also requires mandated reporting and adherence to HIPAA and 42 C.F.R.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical handicap, or disability, medical condition, marital status, gender, sexual preference, age, veteran status, or any other non-merit factor unrelated to job duties.